

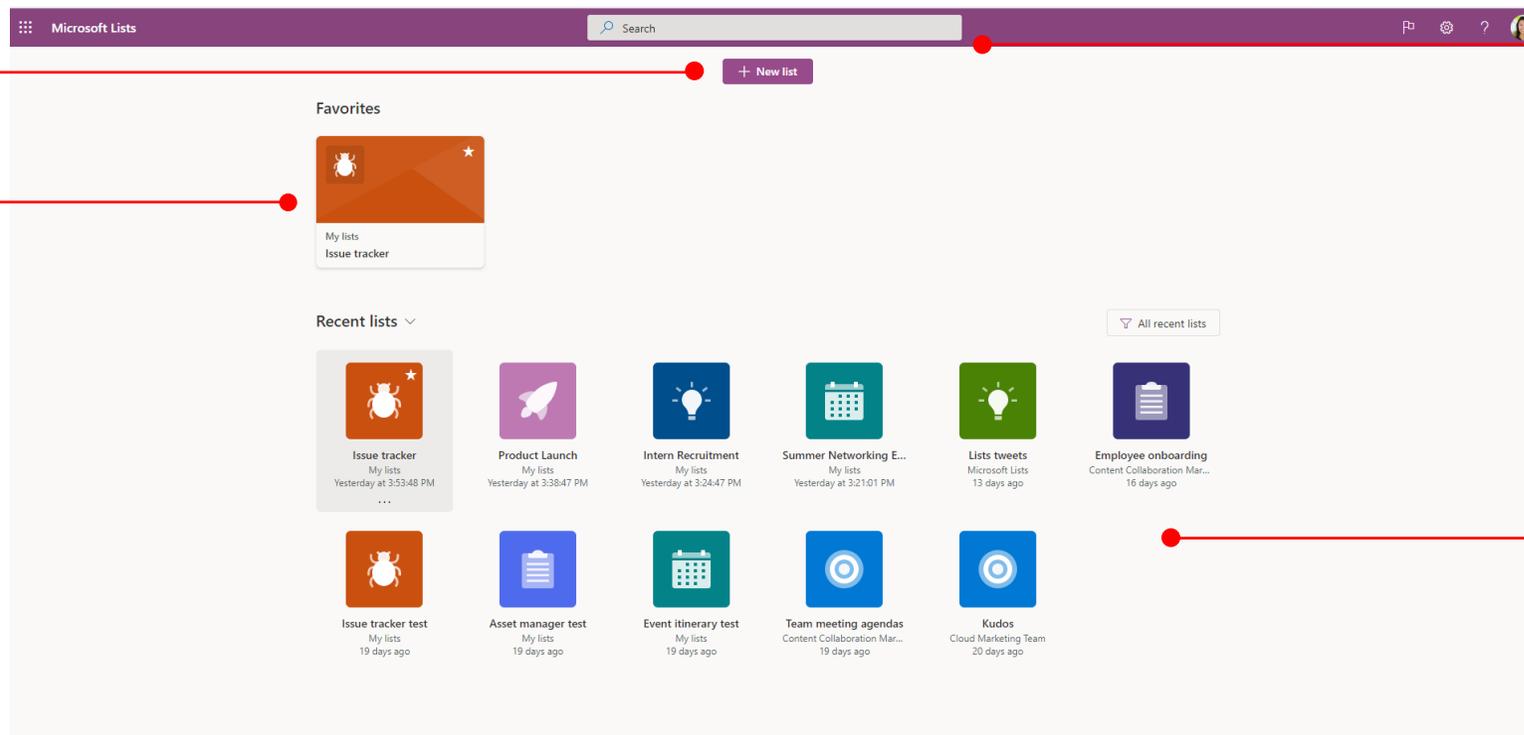
Quick Start Guide

Easily create a list to start tracking information across your organization.

Sign into your Office 365 subscription and select the Lists app from the Microsoft 365 app launcher.

Start a new list from scratch, Microsoft Excel, or use the structure of an existing list

Pin lists to your Favorites section by clicking the star next to each list's icon

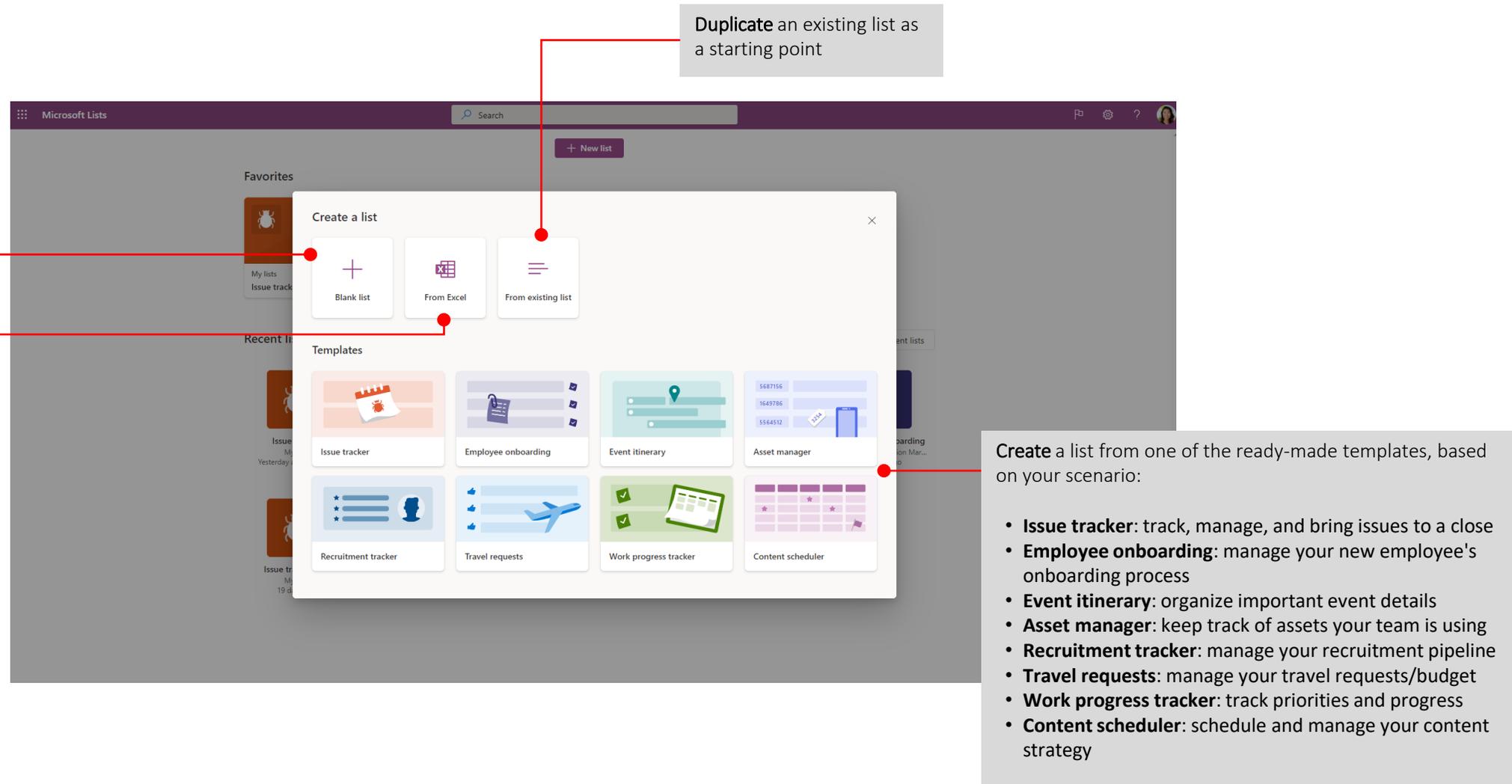


Search existing lists by name

Find all your recent lists in one place

- Sort and filter by recent lists or lists that you created
- Customizable icons and color tags make lists easy to differentiate

New list



The screenshot shows the Microsoft Lists interface with a 'Create a list' dialog box open. The dialog box has three main sections: 'Create a list' at the top, 'Templates' in the middle, and a list of templates at the bottom. The 'Create a list' section contains three options: 'Blank list', 'From Excel', and 'From existing list'. The 'Templates' section contains eight templates: 'Issue tracker', 'Employee onboarding', 'Event itinerary', 'Asset manager', 'Recruitment tracker', 'Travel requests', 'Work progress tracker', and 'Content scheduler'. The 'From existing list' option is highlighted with a red dot and a callout box that says 'Duplicate an existing list as a starting point'. The 'From Excel' option is also highlighted with a red dot and a callout box that says 'Import list items from an existing Excel spreadsheet'. The 'Issue tracker' template is highlighted with a red dot and a callout box that says 'Create a list from one of the ready-made templates, based on your scenario:'. The callout box for the 'Issue tracker' template contains a list of bullet points describing the template's purpose.

Create a list from scratch

Import list items from an existing Excel spreadsheet

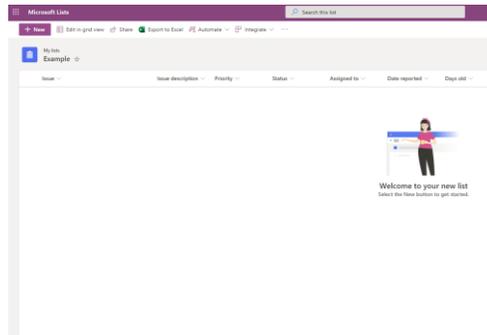
Duplicate an existing list as a starting point

Create a list from one of the ready-made templates, based on your scenario:

- **Issue tracker:** track, manage, and bring issues to a close
- **Employee onboarding:** manage your new employee's onboarding process
- **Event itinerary:** organize important event details
- **Asset manager:** keep track of assets your team is using
- **Recruitment tracker:** manage your recruitment pipeline
- **Travel requests:** manage your travel requests/budget
- **Work progress tracker:** track priorities and progress
- **Content scheduler:** schedule and manage your content strategy

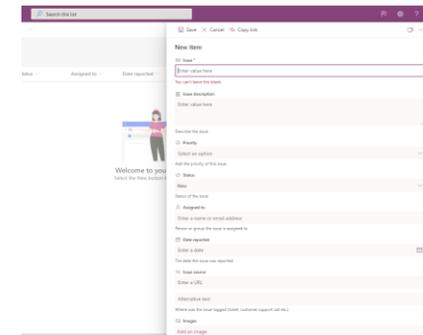
Start from ready-made templates

Name your new list, add an icon, color tag, and description. Columns are pre-formatted and can be further customized later.



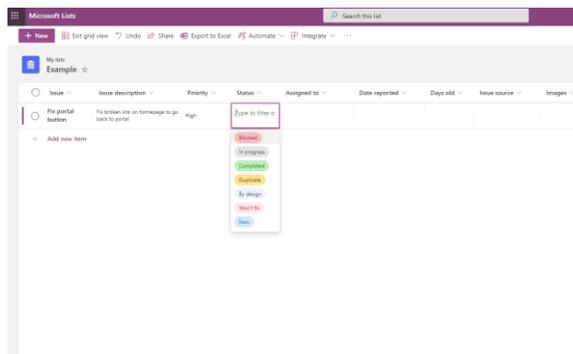
Create new items

Add your first item in your list. Fill in details such as name, description, priority, status, and due date, and assign the item to a stakeholder.



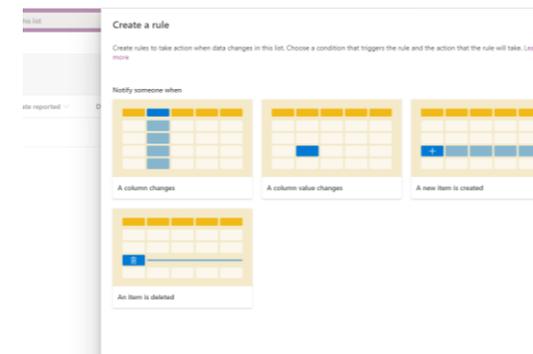
Edit in grid view

Edit column details in Grid view. Add, show, or hide columns to fit your organization needs.



Create rules

Add smart rules to organize data and generate notifications.



Microsoft Lists



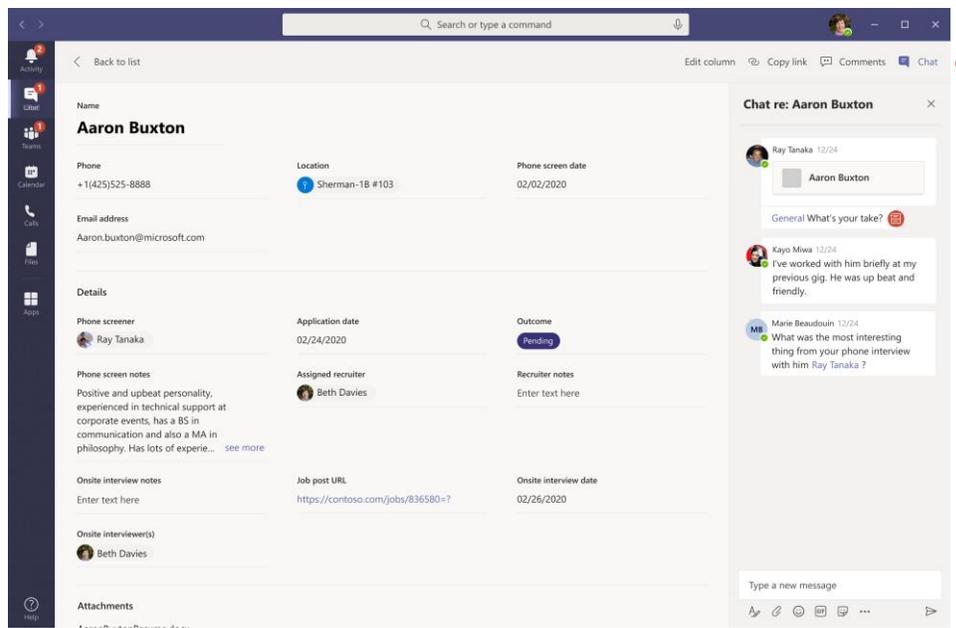
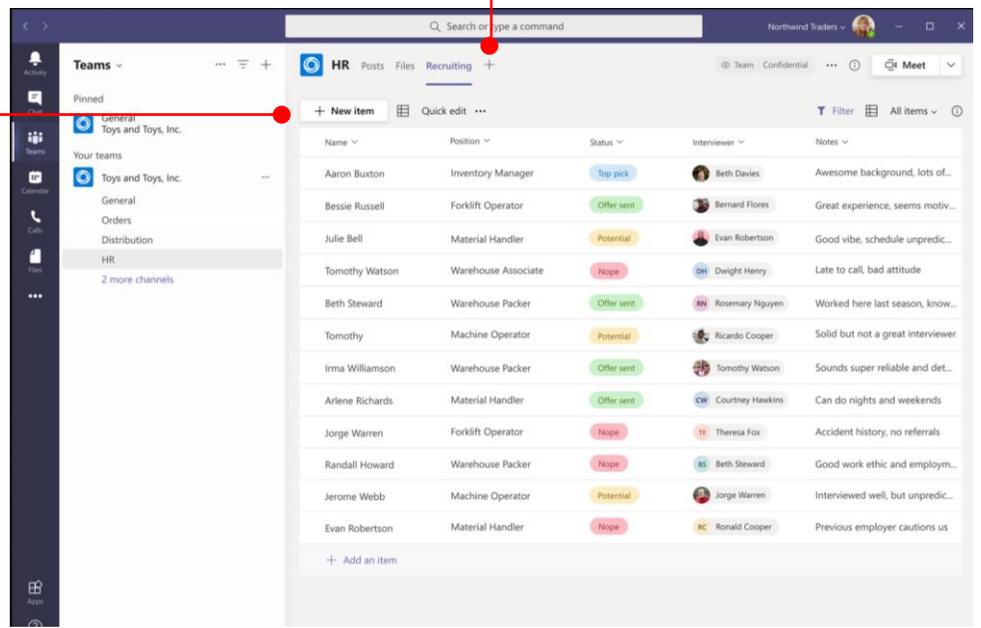
Use Lists within Microsoft Teams

Natively integrated in Teams so you can collaborate on items and lists alongside team member discussions

Add and edit items just like in Lists home

Add a Lists tab inside a Teams channel. Create a new list or add an existing one

Open a chat window alongside an item. @mention individuals to draw attention



Get the same Lists capabilities, plus three additional industry templates

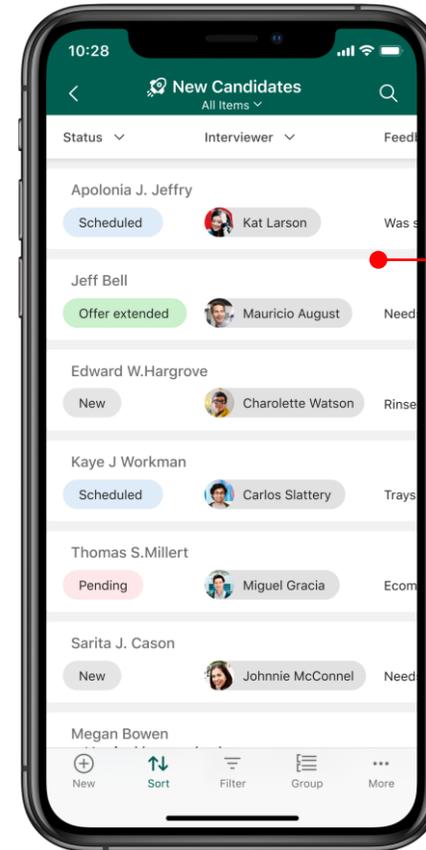
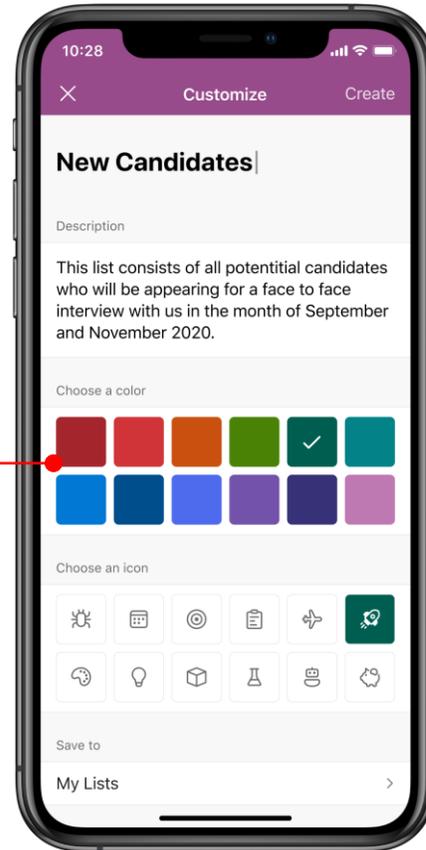
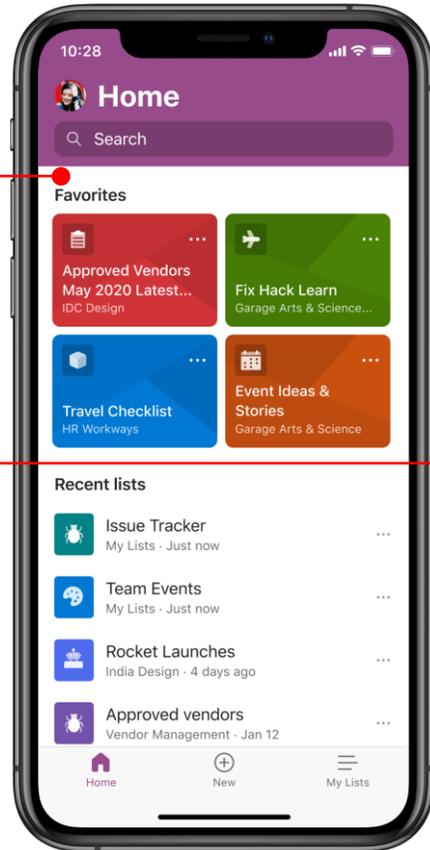
Open list item to view details

Mobile

Access Lists on the go with the mobile app for iOS and Android

Enjoy the familiar Lists experience on mobile

Add, edit, and format list items just like on desktop



View, sort, and filter through list items in a mobile-friendly interface

Note: Screenshots show the Microsoft Lists app for iOS (preview)

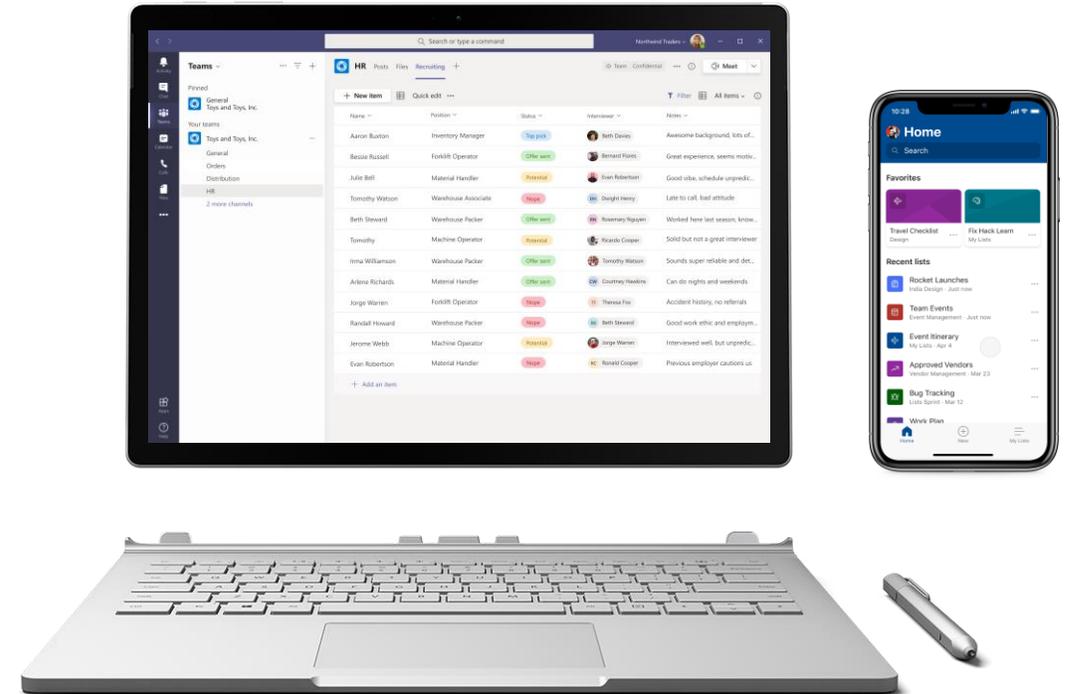
Next Steps with Lists

Learn More

Go to aka.ms/MSLists for more learning resources

Try the Lists app for iOS (preview):

<https://aka.ms/MSLists/iOS/preview>



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